

## Category Team Lead – Nashville, TN

State of Tennessee



### **JOB SUMMARY**

The Category Team Lead supervises and directs a team of Category Specialists to procure and manage statewide contracts within the team's assigned portfolio of goods and/or services. The Category Team Lead provides input and recommendations to the Director in the development and implementation of contract management strategies and initiatives. In addition, the Category Team Lead administers a limited number of procurement activities, using all available methods to include Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid, from development and implementation of the sourcing strategy to execution of the contract, which includes identifying agency needs, drafting solicitations, executing procurements, managing and leading the state evaluation process and conducting negotiations. In these limited number of statewide contracts, the Category Team Lead will serve as the point person for ongoing contract management activities, and will utilize problem solving skills to ensure the contract satisfies the needs of internal and external stakeholders. The Category Team Lead will represent the state procurement office and speak in public settings to various groups which include, but are not limited to, relevant industry trade groups, the state fiscal review committee, the state procurement commission, the state protest committee and the advisory council on state procurement.

### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

Under the direction of the Director of Category Management:

- Supervises and directs a team of Category Specialists to perform procurement and contract management functions for a specialized category of goods and/or services.
- Supports and provides guidance to the team in the development, communication, and implementation of procurement and contract management strategies for assigned category based on overall procurement objectives, customer needs, supply market dynamics, technological changes in the market place, and other relevant factors.
- Gathers and analyzes contract expenditure data.
- Develops contract specific performance metrics.
- Gathers and analyzes benchmarks for pricing and contract terms.
- Develops tools to calculate, forecast, and report savings.
- Develops solicitation specifications based on internal and external sources of information.
- Estimates, validates and reports on annual savings associated with contracts.
- Supervises [and executes a limited number of] procurement activities, including the development of solicitation documents, execution of procurement process, identification of bid evaluation criteria, and development of negotiation strategies.
- At times, manages and leads the evaluation team and process to award recommendation.

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- Provides protest support in research and development of recommendation for resolution, as needed by the Legal department.
- Possesses and demonstrates expert knowledge of policies, procedures and execution strategy for multiple solicitation methods including Request for Proposal, Invitation to Bid, Multi-step Bidding, Competitive Negotiation and Informal Bid.
- Solves complex problems associated with procurement and contract management activities, as they are elevated by the subordinate Category Specialists.
- Promotes and contributes to ongoing cost reduction opportunities and target savings for assigned category by benchmarking spend against market and industry standards.
- Supervises [and leads the development and execution of a limited number] formal supplier negotiations and the ongoing maintenance of contracts or agreements that result from negotiations, and supports other procurement staff with similar activities.
- Monitors vendor market and industry developments to identify appropriate opportunities to maximize cost savings and quality of procured goods or services.
- Supervises [and conducts a limited number of] regular business reviews with vendor executives to review and discuss vendor performance, contract activities and negotiate contract enhancements and price decreases.
- Develops and maintains effective channels of communication for category customers and suppliers to ensure compliance with rules, regulations, procurement and contracting timeframes, and maintain a high level of customer satisfaction.
- Ensures Category Management team compliance to procurement laws, policies, procedures, rules, and regulations in all procurement related activities.
- Regularly represents the central procurement office while speaking at public events with internal and external stakeholders.
- Builds and manages business relationships with agency procurement staff, central procurement sourcing analysts and key vendors to facilitate effective contract management and sourcing outcomes.

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### **MINIMUM QUALIFICATIONS**

- Completion of a Masters degree from an accredited college or university

AND

- 1-2 years of professional procurement/contract management/sourcing experience in the private or public sector.

OR

- Completion of a four-year Bachelors degree from an accredited college or university

AND

- 2-4 years of professional procurement/contract management/sourcing experience in the private or public sector, 1 year of which in a supervisor capacity.

OR

- 6-8 years of professional procurement/sourcing experience in the private or public sector, 2-4 years of which were in a supervisor capacity.

IN ADDITION:

- Experience within a public or private procurement or contract management program.
- Proven experience to influence, collaborate and motivate teams and individuals through organization change and new demands.
- Excellent organization, problem solving and negotiation skills.
- Excellent self-management and analytical skills.
- Exceptional presentation, verbal and written communication skills.

### **PREFERRED QUALIFICATIONS**

- Demonstrated skills using Oracle, Peoplesoft 8.9, or other enterprise procurement systems.

### **ADDITIONAL INFORMATION**

Only applicants that meet the basic requirements for this position will be interviewed. Interested candidates should submit the following to [charlotte.mckinney@tn.gov](mailto:charlotte.mckinney@tn.gov):

- Resume which includes college GPA, salary history, and all employers / work experience following college graduation.
- Availability date.

*\*Requests for ADA accommodation should be directed to the Human Resources Office @ 615-741-1379.*